




Division of Workforce Development
Administrative Policies and Procedures

Subject: : DWD Central Office and Career Center Local Budget Procedures	Issued: July 6, 2009	Approved: 
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I. PURPOSE

The purpose of the DWD Central Office and Career Center Local Budget Policy is to provide the procedures for developing and distributing the local budgets, established at the beginning of each fiscal year and managed by the appropriate section/career center.

II. POLICY

The expenditures tracked on the local budgets are travel (in and out of state), supplies, professional development and printing (Policy & Communications only). Each Central Office Section and Career Center will receive their budgets from Financial Management. All budgets will be posted on WorkSmart, under Financial Management, Local Budgets.


III. PROCEDURES

The following table describes the procedures for developing, distributing and tracking local budgets.

RESPONSIBLE PARTY	ACTION
Financial Management	<ul style="list-style-type: none"> Develop each fiscal year's budget based on the previous year's actual expenditures plus a percentage increase (if needed) for each DWD Central Office Section and Career Center.
	<ul style="list-style-type: none"> Distribute each budget via e-mail to all the Central Office and Career Center Supervisors, Regional Coordinators, and Managers at the beginning of the fiscal year.
	<ul style="list-style-type: none"> Download a monthly report from the Data Warehouse and post it on WorkSmart at the beginning of each month for the




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RESPONSIBLE PARTY	ACTION
	<p>previous month's expenditures. Each posting will consist of the monthly and the cumulative report showing the total budget, total expenditures to date, and remaining budget amount.</p> <ul style="list-style-type: none"> ○ The monthly report will consist of: <ul style="list-style-type: none"> ▪ type of expenditure ▪ acceptance date ▪ document number ▪ employee/vendor name ▪ a description of the expenditure such as employee name, month of travel, enterprise, etc.... ▪ amount of expenditure. ○ The quarterly report will consist of: <ul style="list-style-type: none"> ▪ expenditure types ▪ total to date expenditure amount ▪ average amount spent per # of months ▪ total budget ▪ amount remaining



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RESPONSIBLE PARTY	ACTION
Central Office Section Managers and Career Center Supervisors	<ul style="list-style-type: none"> • Approve professional development, travel and supply expenditures and forward to the appropriate person. <ul style="list-style-type: none"> ○ For Chamber dues, once Supervisor tentatively approves, forward to DWD Workforce Services-Career Centers at Central Office for final approval and tracking.
	<ul style="list-style-type: none"> • Ensure expenditures are reasonable, acceptable, allowable and <u>coded correctly</u> to the right program and expenditure type before sending to Financial Management for processing.
	<ul style="list-style-type: none"> • Reconcile expenditure records to the monthly reports each month. • If budget changes are needed or if there are discrepancies, the appropriate person will contact Danielle Weed via e-mail. Central Office Management and/or Financial Management staff will advise the local Career Center Supervisor accordingly.